



Learning Support Officer

We are looking for motivated Learning Support Officers (Teacher's Aides) to join our team in 2021. These positions are ideal for applicants who thrive on the challenge of engaging young people by providing innovative and alternative structures to support individual student learning.

We have 2 x positions available:

1 x Full Time position (30 hours/week)

1 x Part Time .6 FTE position (18 hours/week)

- Can you inspire imagination and a passion for learning?
- Do you hold a Certificate III in Education Support?
- Are you looking for a flexible working environment?

Applications close: Monday 16 November 2020 (8am)

Send all applications to: principal@coffscollege.nsw.edu.au

Applications must include:

- Current CV with references
- Employment Application Form
- Cover Letter addressing the selection criteria (max 4 pages)

Incomplete or late applications will not be accepted.

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1. Learning Support Officer (LSO) Position Statement

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| Position Title: | Learning Support Officer |
| Reports to: | Head Teacher and Principal |
| Working relationships: | Principal, Operations and Projects Manager, Teachers, Administration, Student Support Officer, Students, Parents/Caregivers, Trainers, External agencies and Departments. |
| Position Purpose: | |
| <p>The primary aim of this role is to perform the duties and fulfil responsibilities consistent with Position Description.</p> <p>A Learning Support Officer is required to:</p> <ul style="list-style-type: none">• Assist and encourage student learning and participation in the School• Assist with the development and implementation of Individual Education Plans (IEP)• Facilitate small group and one on one learning• Assist with the collection and maintenance of NCCD evidence• Promote inclusivity and a culture of acceptance• Engage with and maintain currency of required training and other professional learning• Assure continuous improvement in the program and in work with Students and Staff of Allegra School and Coffs Coast Education and Training Organisation Senior Management to ensure all requirements are met. <p>This role requires administrative and reporting abilities along with a collaborative approach to School improvement.</p> | |

2. Learning Support Officer (LSO) Position Description

Role Purpose

The Learning Support Officer (LSO) supports the mission, vision and values of the Allegra School Coffs Harbour to provide learning opportunities for young people that empowers them to reach their potential in an inclusive and supportive environment.

The Learning Support Officer works collaboratively with teaching staff, students and parents to meet the individual learning needs of students.

Role Accountabilities

The position requires a person flexible in approach, who is able to work with a range of students and support their individual needs. The LSO will be able to implement strategies to suit each student under the guidance and direction of the Head Teacher. Encouraging students to develop a sense of responsibility towards their own education will be a high priority. LSOs may have supplementary supervisory duties, such as on excursions.

1. The Learning Support Officer supports classroom teachers with tasks essential to support students by:

Assisting student learning and participation in the School:

- Identifying a student's needs, skills and difficulty as they arise and working under the Head Teacher's direction to respond to these concerns.
- Understanding a student's identified learning difficulties and offering assistance in the classroom.
- Working with the student's teacher by actively participating in activities, assisting, intervening and encouraging students and, where appropriate, providing 1:1 instructive support.
- Assisting students to deal with adjusted curriculum where necessary under the guidance of subject teachers and the Head Teacher.
- Liaising with other Learning Support Officers and teaching staff in order to maintain a comprehensive support program and quality tracking of student progress.
- Facilitating social interaction, promoting independence and assisting students with their personal organisation when required.
- Accompanying students on excursions and other designated external activities when required.
- Attending meetings and providing feedback in that forum to staff involved in the student's progress.

Assisting with the development and implementation of Individual Education Plans (IEP)

- Working with Senior Management, students and parents to develop effective strategies and adjustments to address individual student barriers to learning.
- Working with students, under the direction of a teacher, to support the implementation of particular learning goals as identified in the Individual Education Plan.
- Facilitating programs such as Multi-Lit, or Barton Reading or SRA programs to support relevant IEPs.

Facilitating small group and one on one learning

- Leading small group and one on one instruction designed by the teacher in the classroom.
- Adapting activities for individual students, under the guidance of the class teacher.
- Supporting break-out and physical activities designed to promote inclusiveness, acceptance and to develop communication and social skills.

Assisting with the collection and maintenance of NCCD evidence

- Working with the teaching staff to implement IEPs.
- Keep comprehensive notes on student adjustments and provisions that have been implemented, identifying areas for review.
- Thoroughly report on implementation of supports and provisions.
- Evaluate student improvement and achievement as a result of accommodations

Promote inclusivity and a culture of acceptance

- Promoting a culture of acceptance and inclusivity.
- Supporting neuro-divergent students to integrate and participate collaboratively.
- Foster a safe learning environment for all students, including those from diverse gender, racial and cultural backgrounds.

Professional Learning

- Engage with and maintain currency of required training such as First Aid, anaphylaxis or as directed by the Head Teacher.
- Relevant courses will be offered to skill Learning Support Officers in the areas of literacy, numeracy and comprehension.

2. The Learning Support Officer will meet and maintain compliance with the essential requirements for the role:

- Alignment with values and ethos of the School.
- Enthusiasm and motivation to contribute.
- Maintenance of high work standards with minimal supervision.
- Flexibility and ability to operate effectively in a changing environment.
- Completion of a Working with Children Check for NSW.
- Current anaphylaxis and First Aid training, or willingness to obtain.

3. The Learning Support Officer will at all times act professionally and represent the School in a positive manner by:

- Being punctual for all duties.
- Presenting self appropriately, following dress code as required.
- Maintaining confidentiality of privileged information, to which they are privy by virtue of the role.
- Maintaining highly effective and positive working relationship with all staff.
- Cooperating with staff to achieve the implementation of all School policies and procedures.
- Proactively demonstrates School values in daily work and interactions with students and colleagues.
- Proactively promoting the School within the community.
- Attends all relevant school meetings, assemblies and professional learning opportunities as appropriate.
- Complies with policies and directives issued by the School including Work Health and Safety, Child Protection and the Staff Code of Conduct.

4. Conditions

Conditions are as per the current Educational Services (Schools) General Staff Award 2020.

Hours of Work: 8.30am to 3.00pm (including 30 minute unpaid lunchbreak)

Annual Leave (pro rata FTE): 4 weeks annual leave (to be taken during school holidays)

Fulltime = 5 days (30 hrs)

Part-time 0.6 = 3 days (18 hrs)

3. Learning Support Officer (LSO) Selection Criteria

1. Current Working with Children Check Clearance; Certificate III in Education Support (or equivalent).
2. Demonstrated effectiveness and ability to create positive outcomes for young people in a flexible learning environment.
3. Strong interpersonal skills including high level communication, time management, incident management and stress management skills.
4. Proven ability to develop a stimulating learning environment by using a variety of styles, practical techniques and approaches to adjust subject matter.
5. Demonstrated knowledge and acceptance of individuals from diverse gender, racial and cultural backgrounds and a proven ability to develop effective working relationships

4. Application Details

Applications need to be sent to Erin Caceda

principal@coffscollege.nsw.edu.au

Close: 8am Monday 16 November

Applications must include:

Employment Application Form

- Current resume, including referee contacts
- Cover letter addressing the selection criteria (max 4 pages)

Incomplete or late applications will not be considered.